

Policy Council Minutes March 2023

Submitted on: April 12, 2024

Policy Council Meeting

March 19, 2024

Members Present: Roxanne Wakefield, Angela Brown, Jennifer Ward, Nyasia Starks, Sharika Bull, Brandi Reese, Demetria Hall, Rosalind Moss, Quentoria Jones, Donna Mansell, Tomeka Bennett, Sarah Prater

Members Absent: Crytalyng Dogan, Keisha Bryant, Kristi Smith, Deneisha Burkett, Kandace Hairston, Joseph Filip Antoine, Avis Neal, Carl Powe, Emily Stice, Eric McCullough

Mini Training: Ms. Hawthorne provided a mini training on Parent, Family and Community Engagement [PFCE] and family outcomes. She informed the council that we have completed the second quarter PFCE outcomes. Ms. Hawthorne discussed and reviewed the 7 PFCE categories and outcomes for each. Data shows that family well-being remains the overall highest category. In this category, data reveals that financial literacy is the greatest need for our families. We are seeing a gradual increase in scores from the first to the second quarter in all categories. This tells us that family advocates are working with families to make progress on goals established for the school year.

The meeting was called to order by Angela Brown, Chair. A quorum was met.

Emily Stice, parent at the Seneca Center, resigned from the policy council due to health challenges. Mrs. Stice served as the secretary for policy council. After discussion, Angela Brown asked for nominations for the vacant position. NyAsia Starks was asked by the council to move from her position as assistant secretary to the vacant secretary position. Ms. Starks accepted the move. After discussion, Roxanne Patterson made a motion to approve NyAsia Starks as secretary. Brandi Reese seconded the motion. Motion carried.

Ms. Angela asked for nominations for the Assistant Secretary position. Roxanne Patterson was nominated by the council to serve as assistant secretary. After discussion, Jennifer Ward made a motion to approve Roxanne Patterson as assistant secretary. Demetria Hall seconded the motion. Motion carried.

APPROVAL OF MINUTES:

The minutes from the last meeting were reviewed by the Policy Council [See Attachment]. Roxanne Patterson made a motion to accept the minutes from the previous meeting. Brandi Reese seconded the motion. Motion carried.

APPROVAL OF PERSONNEL REPORT:

The Personnel Report was given by Tara Cannon, Director of Human Resources. Mrs. Cannon noted that the number of applicants had been trending positively, with more qualified candidates to fill open positions. She discussed the candidates that were presented to the Council for approval. The personnel committee reviewed the applicants on the report in advance of the meeting. All Prospective New Employees have been interviewed and been recommended for employment with our program. All applicants are subject to Background Investigation as mandated by the S.C. Department of Social Services. This includes State and Federal Background Investigation and the Child Registry Search to determine if any abuse or neglect has been made against a child and Pre-employment Drug Screenings. Reference checks will also be conducted on all prospective new employees. Appointments are conditional based upon the receipt of satisfactory references, state, and federal background investigation and approval from the Head Start Policy Council. Each full-time employee must serve a three-month introductory probationary period before obtaining regular appointment status. Substitutes are on an as needed basis. After discussion, NyAsia Starks made a motion to approve the prospective employees as presented. Jennifer Ward seconded the motion. Motion carried.

Program	Name	Position	Location
Head Start	Victoria Diaz	Family Advocate III	Pleasant Valley
Head Start	Nylisa Boyd	Substitute Cook	Rutherford Road
Head Start	Jacinda Wright	Classroom Aide	Seneca
Early Head Start	Ashley Jeffrey	Teacher II	Pleasant Valley
Early Head Start	Alyssa Reddick	Classroom Aide	Watkins Road
Early Head Start	Camie McCord	Classroom Aide	Seneca

APPROVAL OF GRANT NARRATIVE:

Ms. Shannon Vaughn, Director of Children and Family Development, presented information to the Policy Council on the importance of the 2024-2029 Refunding Grant Application [See attachment]. Ms. Vaughn explained the requirements of the grant. She presented and discussed the grant narrative. The narrative outline is about a 50-page document. It outlines all of our services to our children and families. It details how we will implement nutrition services, education, services, health services, and all service areas. After discussion, Roxanne Patterson made a motion to approve the grant narrative as presented. Jennifer Ward seconded the motion. Motion carried.

APPROVAL OF TRAINING PLAN

Ms. Shannon Vaughn explained to the Policy Council that we are required to update a training plan annually that reflects mandated trainings from the Office of Head Start [OHS]. [See attachment]. Additional trainings are included from SC DSS Licensing and anywhere where we see training is a need, inclusive of Child and Family Outcomes. This includes trainings that we are planning to attend at conferences. We have updated the training plan as we see new trends and needs in our program. After discussion, Tomeka Bennett made a motion to approve the training plan as presented. Jennifer Ward seconded the motion. Motion carried.

APPROVAL OF SCHOOL READINESS GOALS:

The School Readiness Goals for the 2024-2025 school year [See attachment] was presented to the Policy Council by Shannon Vaughn, Head Start Director. Ms. Vaughn explained that School Readiness goals are specific to the learning domains and outcomes for children. Goals were determined with the input from staff, parents, policy council and the board. Each year we monitor our goals to see what is working and what needs to be updated. PFCE goals refers activities created by the teacher that parents can do with their children at home. After discussion, Tomeka Bennett made a motion to approve the 2024-2025 School Readiness Goals. Jennifer Ward seconded the motion. Motion carried.

APPROVAL OF PROGRAM GOALS:

Program goals for 2024 – 2029 were presented to the policy council by Shannon Vaughn, Head Start Director. Our program goals are statements of long range intended outcomes for our program [See attachment]. Our program goals are established by staff reviewing program data and determining challenges that have had an impact on the program. We look at trends that we are seeing in our program and in the data that we collect. Objectives are written based on program goals to show how we plan to meet the goals within the program. Our program staff meets regularly to review and update goals and objectives to determine if progress is being made in reaching established goals. After discussion, Jennifer Ward made a motion to approve the 2024-2029 Program Goals as presented. NyAsia Starks seconded the motion. Motion carried.

APPROVAL OF ORGANIZATIONAL CHART:

The Organizational Chart was presented to the Policy Council by Shannon Vaughn, Head Start Director. Ms. Vaughn explained that the organizational chart outlines positions and the hierarchy within our agency. The organization chart begins with the SHARE Board of Directors, Policy Council, President/CEO and other positions within our agency [See attachment]. In the area of Early Childhood Services, we have added the Classroom Aide position and in Nutrition and Health we added the Substitute Cook position. After discussion, Demetria Hall made a motion to approve the updated Organizational Chart as presented. NyAsia Starks seconded the motion. Motion carried.

APPROVAL OF BUDGET NARRATIVE AND FUNDING APPLICATION:

The Budget Justification was provided by Doris Pitchford, Director of Business and Finance. We are in the process of completing our grant application for 2024-2025 which is due by April 1st. Ms. Pitchford presented the proposed budget for 2024-2025 versus our current budget. Head Start salaries increased while the fringe benefits decreased. We went back and looked at 3 years of budget information for Head Start and Early Head Start to see if we actually spent all the money that had previously been budgeted and came up with the projected budget for the upcoming year for salaries and contractual. The other line items encompass everything that we do on a daily basis in Head Start. The line items were increased where we fall short every year. The total amounts at the bottom is the same for this current year as we move forward. This is because as of now, we do not have the amount for the cost of living increases. When we receive the cost of living increase amount, we will modify the budget. The proposed 2024-2025 budget will increase by the amount of the cost of living, multiplied by the salaries that is in the budget. Angela Brown asked a question concerning in-kind. Is the in-kind amount listed the proposed amount for the upcoming year. Ms. Doris explained that in-kind is 25% of our overall budget. It will increase once we receive the cost of living amount. After discussion, Brandi Reese made a motion to approve the Budget Justification Narrative as presented. Donna Mansell seconded the motion. Motion carried.

HEAD START PROPOSED 24/25 BUDGET VS. CURRENT 23/24 BUDGET

	PROPOSED	CURRENT
	<u>HS 2024-2025</u>	<u>HS 2023-2024</u>
SAL	\$6,026,337	\$5,861,753
FRINGE	\$2,006,583	\$2,178,774
IDC	\$699,055	\$668,240
EQUIP.		
SUPPLIES	\$195,000	\$200,000
CONTRACTUAL	\$400,000	\$470,000
OTHER	\$1,378,750	\$1,326,958
TTA	\$134,422	\$134,422
TOTAL HS	\$10,840,147	\$10,840,147
	<u>EHS 2024-2025</u>	<u>EHS 2023-2024</u>
SAL	\$3,966,072	\$3,979,126
FRINGE	\$1,250,518	\$1,350,409
IDC	\$460,064	\$453,621
EQUIP.		
SUPPLIES	\$131,000	\$155,000
CONTRACTUAL	\$210,000	\$242,000
OTHER	\$637,397	\$474,895
TTA	\$75,273	\$75,273
TOTAL EHS	\$6,730,324	\$6,730,324
IN-KIND	\$4,392,618	\$4,392,618
TOTAL	\$21,963,089	\$21,963,089

DIRECTOR'S REPORT:

Ms. Vaughn discussed COR periods one and two. This is our child outcomes data for children's progress during these two periods. For Head Start, there are 3 periods because they are in session for 9 months. Early Head Start children are in school for 11 ½ months, and they have a 4th period. Data shows that all children are making progress in all the areas. Ms. Vaughn informed the council that we have met our 10% disability requirement. We are mandated to serve at least 10% of our enrollment for children with disabilities. Ms. Vaughn also discussed the Full Enrollment Initiative.; the goal is to reach 97% full enrollment. We are at 92% for the month of February. We have seen an increase in child enrollment as staffing continue to stabilize. We are continuing to enroll children for March, and aspire to meet the 97%. Ms. Vaughn also discussed staffing and areas where we still need more qualified staff. Some of our Greenville County Head Start centers are secure with teachers, however Early Head Start needs more qualified teachers in Greenville County. Overall, Early Head Start teachers is the greatest need in our program. We have hired individuals for Classroom Aides and those staff members are working on their CDA. Staff are being promoted once they receive degrees and credentials. After discussion, Roxanne Patterson made a motion to approve the Director's report as presented. Tomeka Bennett seconded the motion. Motion carried.

BUDGET REVIEW:

The Budget Review was provided by Tammy Gore, Assistant Director of Business & Finance. The Policy Council received copies of the financial reports, CACFP and credit card expenditure reports. The time that has expired for our program is 67%. Ms. Gore reviewed reports with the Policy Council and explained that year-to-date, we have spent roughly 67.64% from our overall budget for Head Start and roughly 60.19 % for Early Head Start. We have spent 54.79% of our budget for the two combined. We have collected 39.65 % in in-kind. Ms. Tammy reviewed and discussed expenditures for credit cards. She asked if there were any questions. After discussion, Roxanne Patterson made a motion to approve the budget review as presented. Brandi Reese seconded the motion. Motion carried.

ADJOURNMENT OF MEETING:

Patrice Hawthorne closed the meeting by informing the Policy Council on upcoming Parent Recognition Luncheon. The tentative date for the luncheon is Wednesday, May 15, 2024. Location TBA.

Recorded by.....Angela Brown, Chair